



CITY OF BUFFALO (PENDING) EXEMPT POSITION JOB OPENING

TITLE OF POSITION:

Diversity and Inclusion
(ADA Advocate) Coordinator

SALARY: \$63,749

DUTIES INCLUDE:

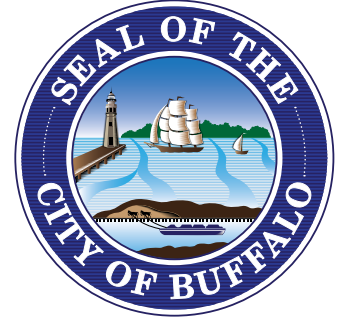
An incumbent to a position serves as the ADA Coordinator and oversees and has full responsibility for timely and ongoing compliance of City programs, services and activities with regard to the Americans with Disabilities Act (ADA), Title II of the ADA, and other applicable federal and state regulations pertaining to accommodation and accessibility for persons living with disabilities. This person evaluates requests for accommodations and services based on the needs of residents, staff, and visitors; as well as serve as the primary contact, advocate, and liaison to communities of persons living with disabilities. This person conducts regular reviews of city facilities, programs and policies and leads the development and implementation of services required. This person also assists with the execution and coordination of diversity and inclusion related events and programs. Under direction of the Chief Diversity Officer or a designee, the incumbent exercises considerable leeway in achieving equity and inclusion.

REPLY BY JANUARY 6, 2023

CMThompson@buffalony.gov

EXEMPT POSITION JOB OPENING

TITLE OF POSITION:	Diversity and Inclusion (ADA Advocate) Coordinator #0385
NUMBER OF VACANCIES:	1 (Pending Exempt)
SALARY:	\$63,749
LOCATION:	Office of the Mayor



DISTINGUISHING FEATURES OF THE CLASS:

An incumbent to a position serves as the ADA Coordinator and oversees and has full responsibility for timely and ongoing compliance of City programs, services and activities with regard to the Americans with Disabilities Act (ADA), Title II of the ADA, and other applicable federal and state regulations pertaining to accommodation and accessibility for disabled persons as well as the newcomer population. This person evaluates requests for accommodations and services based on the needs of residents, staff, and visitors; as well as serve as the primary contact. This person conducts regular reviews of city facilities, programs and policies and leads the development and implementation of services required. This person also assists with the execution and coordination of diversity and inclusion related events and programs. Under direction of the Chief Diversity or a designee, the incumbent exercises considerable leeway in achieving equity and inclusion.

TYPICAL WORK ACTIVITIES:

- Plans and coordinates efforts to ensure the City of Buffalo's compliance with Title II of the ADA, and other legislation impacting access for persons with disabilities.
- Responsible for submitting quarterly reports to the Common Council and the Mayor.
- Investigates and responds to complaints about Title II violations;
- Develops and distributes notices about ADA compliance;'
- Monitor and improve the physical, electronic and programmatic access to city services for people with disabilities and the newcomer population;
- Coordinates requests for assistance, services; and reasonable modifications of policies, practices, and procedures in partnership with various departments, boards and commissions to ensure access for persons with disabilities;
- Interacts, consults, and trains staff, boards and commissions on ADA requirements and matters impacting persons with disabilities;
- Develops grievance procedure for ADA;
- Receives and processes accommodation requests in collaboration with Human Resources and requesting departments, ensuring that appropriate processes are in place to provide for prompt and equitable resolution of complaints and inquiries from the public;
- Engages with community leaders to provide updates on various opportunities and events impacting or in support of individuals living with disabilities;
- Supports other community organizations and businesses to identify and address barriers to accessibility;
- Serves as primary liaison with relevant county, state and federal agencies in matters concerning ADA compliance.
- Works with police agencies and law enforcement officials to build communities of trust among individuals with disabilities;
- Makes referrals to resources to assist with navigating potential legal concerns;

DIVERSITY AND INCLUSION (ADA ADVOCATE) COORDINATOR #0385 (CONT'D.)

- Meets regularly with community members in identified communities to identify, assess and meet goals and needs of the population;
- Assists Chief Diversity Officer with the planning and execution of diversity and inclusion related trainings, events, and programming.
- Serves as an additional point of contact for the community regarding diversity issues and inquiries.
- Supports other members of The Office of Diversity, Opportunity, and Inclusion as needed.
- Performs related duties as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS AND ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of Americans with Disabilities Act and other federal, state and local laws pertaining to the rights of people with disabilities .
- Thorough knowledge of best practices regarding disability, equity, inclusion and cultural competence training;
- Working knowledge of various alternative formats and technologies to assist people with disabilities in communication, participation and performance of daily tasks;
- Excellent interpersonal skills and the ability to work with community members, co-workers using courtesy, tact, and good judgment
- Strong program planning, coordinating, organizing, decision-making and evaluation skills;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Bachelor's degree from a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education, in Social Work, Psychology, Human Services, Education or related discipline. Preferred experience of at least 4 years serving similar populations, history of advocating for and engaging with communities of persons living with disabilities and/or a shared lived experience.

ADOPTED: 9/28/2022

REVISED: 12/14/2022

REVIEWED:

Department of Human Resources, Division of Civil Service, Room 1001 City Hall, Buffalo, NY 14202